



Northern California Training Center
6101 Airport Road
Redding, CA 96002
(530) 226-2720 FAX (530) 222-5460
Email: NCTC Training@fs.fed.us

Memorandum

DATE: December 30, 2009

SUBJECT: S-339 DIVISION/GROUP SUPERVISOR - Student Information

TO: Course Participant

Congratulations! You have been selected as a trainee for the S-339 Division/Group Supervisor to be held at the Northern California Training Center in Redding, CA. The Course will commence on Tuesday, February 16, 2010 at 0800 hours, and conclude on Thursday, February 18, 2010 at 1700 hours.

Pre-study Assignment/Special Student Information:

Enclosed you will find the pre-test package online at <http://training.nwcg.gov/pre-courses/s339/s339.html> under the downloads section. This pre-test needs to be completed and received by the Course Coordinator by February 5, 2010. ***If you are unable to complete the work by the due date, please make arrangements with the instructor, Mike Beckett at (530) 644-3588.***

The address to return pre-work to is: Eldorado NF
ATTN: Mike Beckett
4260 Eight Mile Road
Camino, CA 95709

The following are the course prerequisites. If you do not meet these minimum requirements, you should not attend the course:

- Qualified as a task force leader (TFLD) OR qualified as an incident commander type 3 (ICT3)
- OR**
- Qualified as an incident commander type 4 (ICT4) and in any two strike team leader positions (one must be STCR or STEN).

You **must** bring with you to the course, the Fireline Handbook (NFES 0065), the Wildland Fire Suppression Reference Guide (NFES 1256) Field Operations Guide (ICS 420-1), current incident response pocket guide, and Standards for Fire and Operations (red book).

Cancellations:

Cancellations must be made two weeks prior to the course start. If a cancellation occurs after the two-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course. The last date to cancel for this course is **February 5, 2010**.

Training Location:

The Northern California Training Center is located at the U.S. Forest Service Northern California Service Center, 6101 Airport Road, Redding, CA 96002, approximately 1 mile north of the Redding Municipal Airport passenger terminal. The telephone number is (530) 226-2720.

If you fly to the session, your destination is the Redding Municipal Airport. The Training Center does not provide transportation while you are here for your session. Individuals flying into Redding must make their own rental car arrangements at the airport.

Climate:

Winter weather can be rainy and windy but extreme cold is not usual, with temperatures in the low 30's. Elevation is 500 feet.

Dormitory Lodging:

You are encouraged to utilize the dormitories that are available on site. Lodging is provided at a considerable savings to you and your agency. To register for the dormitory you need to complete the enclosed form and return to the center by February 5, 2010. This form can also be found included with the NCTC Web Page www.nationalfiretraining.net/ca/nctc/logistics. It can be emailed or faxed.

Dormitory space is limited at NCSC. With other courses being conducted at the training center at the same time, on site lodging cannot be guaranteed. Room assignments will be made following orientation on the first day of your session.

Rooms are furnished with two single beds to a room with dressers and closet space. The Center will provide sheets, blankets, and towels. Washers and dryers are available (bring your own laundry soap). There are no provisions for personal guests or visitors at the Training Facility during the training period.

While on or in Government owned or leased property/vehicles there will be no use, consumption, storage or transportation of intoxicating beverages, illegal drugs or hallucinatory substances.

Tuition/Dormitory Costs

This course is run through Shasta Community College for credit. The college fee is included in the tuition fee. For the Forest Service within Region 5, this amount has been taken off the top of your budget. For other agencies along with this Tuition fee there is a small admin fee that is added to your bill.

Out of State students are charged an additional \$193 per unit in college fees. If you reside outside of CA or have not lived in CA for more than one (1) year, your cost of the out of state fee will be added to your bill in addition to the Tuition Fee for the course. You may waive the fee by not completing the application for Shasta College registration. The tuition

will stay the same and you will be issued a certificate, you just won't get college credit. For all FS (R5 included) this out-of-state fee will be billed to your job code indicated on the reverse side of your NWCG form following the course. This course is a 1 credit course, the out-of-state fee will be \$193.00.

The tuition cost for this course is \$300.00. This includes the utilization of the Dormitories and college fees (out of state fees see above).

For other agencies there is an additional 7.7% admin fee that will be charged. That would make the fee for this course \$323.10. If there are out-of-state fees it would be an additional \$207.86 which includes the admin fee.

The course fee will also be the fee charged for Late Cancellations and No Shows.

Billing Information

Other Agencies (Department or Forestry, Fire Departments, Hoopa, etc.) A bill will be issued to your agency at the end of the Training Season, which is usually around May. If your agency wishes to pay sooner than this they may do so by mail or you may pay at the session. If paying prior or at the session, your check or money order would be written out to USDA Forest Service. Please include the total amount due listed above with Admin Fee.

Other Federal Agencies (F&WS, BIA, USCG) An SF-182 is required before the start of the course. Please make sure that Section C is completed on this form, as well as signatures. The Approved NWCG Nomination Form can also be used for payment if it is completely filled out with the proper agency codes and signatures on the second page.

Forest Service: The Approved NWCG Nomination Form is used for payment. This form should have been completed with job code and signature when submitted for nomination for this session. Within R5 forest have already paid for their course slots unless given an extra slot not covered by a FS employee, in that case your job code will be charged. Out of State tuition will also be billed against your job code if that is the case.

Meals:

Meals will not be provided. For your convenience, a list of suggested restaurants will be handed out during the first day orientation.

Attire For The Course:

Casual attire will be the dress for the course. This means attire suitable for public contact.

Mailing Address:

Personal mail should be addressed to you as follows:

YOUR NAME
U.S.F.S., Northern California Service Center
Northern California Regional Training Unit
6101 Airport Road
Redding, CA. 96002

Personal Calls:

The telephone number is (530) 226-2720. Classes will not be interrupted but messages may be left and will be posted. There are three public pay phones at the Center.

Please check with your immediate supervisor on any questions you may have relative to this assignment. The value of this assignment, to you and to your agency, depends on your interest, attention and participation. I urge you to apply yourself and make the most of this opportunity.

Enclosures

On-site Lodging Request Form

You have been selected for the following course. IF you desire any of the services listed below then this form must be completed by the date indicated. **PLEASE, DO NOT RETURN THIS FORM TO NCTC IF YOU DO NOT DESIRE THE SERVICES LISTED BELOW.**

COURSE:	S-339 DIVISION/GROUP SUPERVISOR February 16-18, 2010	
TRANSPORTATION FROM AIRPORT TERMINAL TO NCTC desired (provided Monday-Friday, 1300 through 1600):		
	YES	NO
GOVERNMENT LODGING Desired:	YES	NO
	MALE	FEMALE

Cost is \$15.00 per night for outside Region Five employees and other agencies (there is no charge for Forest Service Employees within Region Five). There are **no meals provided** at the dormitory (closest food services are within 5 miles of NCTC). Smoking is not allowed in the Dormitory due to NFPA restrictions.

The dormitory is opened M-F and is closed on weekends/holidays. If your travel is on one of the days that the dorms are closed please chose an area motel until Monday morning to check in with the Training Center.

Name:	
Agency:	District:
Work Address:	
Date/Time Of Arrival: <i>Please note Dorms are not available for Sunday night stay due to security reasons.</i>	# of Nights needed:
Phone Number(s) where you can be reached:	
Electronic Address:	
Remarks:	

Print and mail or fax the following request no later than 2 weeks before the course starting date. You will not be guaranteed services after this deadline.

Northern California Training Center
 6101 Airport Road
 Redding, CA 96002-9423
 Phone: (530) 226-2720
 Fax: (530) 222-5460
 Email: nctc_training@fs.fed.us

NOTE: ALL TRAINEES WILL BE ASSESSED A TUITION CHARGE. A CANCELLATION NOTICE MUST BE RECEIVED BY NCTC WITHIN TWO WEEKS OF THE COURSE OR THE TUITION CHARGE WILL BE ASSESSED.